

## Engineering Variance / Adjustment Procedures

Permitting Customer  
Information Bulletin #

**60**

For alternate formats, call 206-296-6600

### Engineering Variances / Adjustments

Under certain circumstances variances or adjustments from standard requirements may be granted. However, this process can be time consuming and expensive. The Department of Permitting and Environmental Review (DPER) has established a pre-screening process to help applicants with request and documentation requirements prior to a formal application submittal and payment of fees.

The pre-screening process is intended to improve application quality by working with applicants and engineers to frame requests and provide documentation that allows approvals to be granted quickly, reducing review time and expense

Upon the successful completion of the pre-screening process, the applicant/engineer will receive an authorization letter and fee the application materials can be submitted for formal review. Variance/adjustment pre-screen approval is not permit approval and does not authorize construction or use.

### Applicability and Requirements

This process applies to all applications for the following:

- Road Standards variance
- Surface Water Design Manual drainage adjustment

It is used for projects for which a permit application has already been received and is active. Applicants work with the review engineer assigned to the parent project as variance/adjustment decisions affect the project review.

*(This pre-screening process does not apply to variances requiring pre-application meetings such as Zoning variances or Shoreline variances.)*

### Variance Steps

1. Discuss your proposal with your engineering reviewer
2. Prepare an application and supporting documents as needed and receive an authorization letter from the reviewer
3. Drop off or mail in your application and materials along with the letter and required fees

Potential variances and adjustments can be identified by either the applicant/engineer during the design process or the engineer reviewing the project pre-application or application materials. Variances/adjustments that are required to make a project feasible may need to be obtained before an application can be submitted.

Discussion of potential designs and modification of requests is common, and these can sometimes result in design solutions that don't require an adjustment or variance. Your permit fee for the engineering review may need to be adjusted if the complexity of the design change requires additional time to complete the project review.

## Q & A

*What are my options if the reviewer thinks my request isn't viable?*

A. Your reviewer will work with you to modify your design either to meet standards – eliminating the need for an adjustment/variance – or to modify your request into something that is approvable.

*Does the pre-screen cost anything?*

A. There is no charge for the pre-screening as it is considered a part of the design review process, however a fixed fee will be charged to process the variance/adjustment.

*Can I skip the pre-screening process?*

A. No, you must participate in pre-screening to receive authorization for intake.

## Resources

### **DPER Office:**

35030 S.E. Douglas St., Suite 210,  
Snoqualmie, WA 98065-9266

### **Office Hours:**

7:30 to 11:30AM & 1:00 to 3:00PM  
Monday, Tuesday, Thursday, and Friday  
(Closed Wednesdays.)

**Phone:** 206-296-6600

**IVR:** 888-546-7728

Inspection Scheduling (3pm cutoff)

### **DPER Web:**

<http://www.kingcounty.gov/property/permits.aspx>

### **Property & Parcel Information:**

<http://www.kingcounty.gov/property/permits/gis.aspx>

### **King County Permitting Portal:**

Permit Status

Inspection Scheduling (3pm cutoff)

<https://aca.accela.com/kingcounty/>

### **Seattle- King County Public Health**

(septic, plumbing & gas piping)

<http://www.kingcounty.gov/healthservices/health/ehs/piping.aspx>

Septic as-built plans;

<http://www.kingcounty.gov/healthservices/health/ehs/wastewater/owners/AsBuiltDrawings.aspx>

Online plumbing & gas piping permits:

<http://www.kingcounty.gov/healthservices/health/ehs/portal.aspx>

### **WA State Labor & Industries**

(electrical permits)

<http://www.lni.wa.gov/TradesLicensing/Electrical/default.asp>

Be sure to visit our Web site at: [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)